

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## IN-HOUSE VACANCY ANNOUNCEMENT

05/21/04

Does not confer to Civil Service Status

POSITION: **Education Aid/Technician**

ANNOUNCEMENT# **SP 66-04**

CC-1702-I/II

Salary: \$9.34 - \$11.34 per hour

LOCATION: MWR Department, Child Development Center/NSA

CLOSING DATE: Open Until Filled

Norfolk, VA 23511

**AREA OF CONSIDERATION: CDC & Youth Employees only, Region-wide**

(1) Positions, Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Follows verbal and written instructions. Provides care, oversight and accountability of children that complies with established standards, policies, procedures, and regulations. Provides developmentally appropriate care and activities for children. Follows planned activities and conducts daily health checks of children and notifies supervisor of any marks or signs that might indicate suspicion of illness, abuse, or neglect. Adheres to child admission and release policies and procedures. Attends to physical individual needs of children (e.g. diapering, feeding, toileting, resting, etc). Maintains control of assigned group of children and keeps an accurate count of children at all times. Maintains continuous observation of children to detect early signs of distress or abnormal behavior. Ensures safety and sanitation of children through constant supervision. Holds infants during feeding. Assists older children during family style meals. Assists in arranging classroom and play materials to accommodate the daily schedules and activities of children. Receives children from parents, and notes all special instructions from parents. Leads children in songs, games, finger-play and other activities. Assists in providing resources and making preparations for a variety of developmentally appropriate indoor and outdoor activities. Assists with developing a list of needed supplies and equipment for submission to supervisor. Assist parents promptly and courteously. Works collaboratively as part of a team with other Education Technician (CDC), Lead Education Technicians (CDC), Training and Curriculum Specialist (T&C), CDC support staff, CDC Director, and parents. Develops, reviews, and implements daily activity schedules and activity plans and keeps other personnel informed. Ensures compliance with applicable standards, policies, procedures, and regulations. Assists in planning and conducting an effective program that meets the physical, social, emotional, and cognitive needs of each child based on established goals and curriculum plan. Assists in maintaining effective arrangement of spaces, and observes for equipment/playground/facility repair and maintenance concerns or discrepancies. Conducts developmentally appropriate play and learning activities. Helps children to develop self-help skills. Arranges the room and play materials to accommodate the daily schedules and activities of children. Observes children and documents developmental progression, and/or concerns. Implements training and role models developmentally appropriate practice and classroom management techniques. Works collaboratively to obtain/retain Department of Defense (DoD) Certification and National Association for the Education of Young Children (NAEYC). Implements established curriculum plan. Sets up displays and bulletin boards. Completes and submits required reports in an accurate and timely manner. Provides parents with daily verbal or written feedback about their child's day. May participate in conferences with parents and supervisor. Performs other related duties as assigned.

**QUALIFICATIONS:** Must be 18 years of age and high school graduate or equivalent required and prior experience working with children is preferred. Speak, read, and write English. Satisfactorily complete background checks IAW PL 101-647 to include NAC. Present favorable pre-employment physical and evidence of immunization and be free of communicable disease. Possess and maintain ability to lift and carry up to 40 pounds, walk, bend, stoop, and stand on routine basis. Provide pre-employment documentation within three days of employment. Must complete all Navy Child Development orientation, initial, annual, and ongoing training requirements within the specified timeframe to include CPR, First Aid, and Child Abuse and Neglect Recognition/ Prevention. Be able to obtain food handler's card. May be required to work uncommon tour of duty. Must possess all of the above, plus the ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to attend and participate in prescribed training program to include CPR and First Aid within 30 days and Child Abuse Prevention and Reporting Course within 60 days of employment; ability to promote and foster effective working relationships with children and co-workers; ability to work cooperatively as a member of a team.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**-VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOB Line: 440-JOBS (5627)